WRSU dj manual

This document is intended to let DJs know what they are responsible for in order to prevent problems associated with not knowing it.

the contents herin are required knowledge for WRSU djs or anyone who is on the air at any time on WRSU failure to know any of the rules inside can result in removal from on air staff at WRSU. The contents are the responsibility of Kevin Czaplinski Program Director, and any questions, comments, criticisms or complaints about the contents herein can be addressed directly to him. After distribution of this booklet there will be no excuse for not observing the rules inside.

This is a DJ Manual. Its purpose is to let those of you who have made it past the rigrous training and finally become a DJ, know everything that you need to know to stay a DJ at WRSU. Contained herein should be everything that you are **required** to know by law(in case of FCC inspection or something like that) and maybe one or two helpful hints that it would be nice for you to do.

First off, I took over after a lapse of a few months of management, and as a consequence Everything around here is askew. I wound up doing lots of things that weren't really my job to do, but since nobody was around to do them, I didn't really mind. However, I am going to be leaving, and instead of leaving it up to the next managers to straighten it all, I am going to try to get it as straight as I can. I recently learned what the FCC will look for in case of inspection, and am going to let all of you know. This will make you all "better" DJs in the sense that you'll know the legal responsibilities.

From what I understand the FCC picks a zip code and inspects all of the radio stations with transmitters in that zip code. This hasn't happened for a while, and there's no telling when it will happen again, but if it should happen while I'm around I want to be prepared.

#1: The Operations Log. This is where you take your transmitter readings at the back of the FM booth, where the Signal monitors are. You NEED to 1: sign in at the start of your show, 2: take readings every hour on the bottom of the hour, 3: Take care of EBS tests when they appear in the comments column, and 4: SIGN OUT!. I can't count as many times as people do not sign out of the logs. It's not hard to do. Also when you take your readings as close to the bottom of the hour as possible, please log in the exact time that you took the reading(12:33am, 1:27pm, 4:45pm) even if it is not that close. You also need to indicate AM/PM on the readings. An FCC inspector will ask you to take a reading, and show him the day's log to prove we are operating at 88.7 at the appropriate power (make sure we are between 90% and 105 %) so you need to make sure everything listed above is in order. Clipped to here is the proper way to fill out an operations log sheet, they go from midnight to midnight so don't start a new sheet in the morning if one was started at midnight the night before.

#2: Licenses. You must have a copy of you license if you are on the air. This is something that has not been checked for a while. I absolutely must have copies of all DJs licenses, community affairs, sports and news included, If you lost your license like the stupid knucklehead that you are, then come see me about a new one. An FCC inspector will ask to see a copy of your license, if you cannot produce one, we will be penalized. Wouldn't it be nice to have a copy here, so as not to worry about bringing it every week. Besides that, when do you ever need it anyway.

#3: The Station license. This is simple. It is hanging in a picture frame above the board in the FM booth. An FCC inspector will ask to see this as well.

#4: Chief Operator. This guy has a special license. Our Chief Operator's name is John Stanley and his license is posted in the FM booth hanging in a picture frame as well.

#5 the EBS Authenticator codes: These are located above the signal monitors in the FM booth, in the little red EBS folder up there.

#6 EBS origination. They will ask you where our EBS signal comes from, and you will say WPAT-FM. This is stickered to the EBS receiver unit, and should be

written at the the top of the correctly filled out operations log.

#7 The Public File. This is a file we are required to keep which contains various bits and peices about us and our operations. This file is located in a file cabinet in the newsroom, next to the sports desk. They will ask to see it. You need to know where it is, so ask me to show you where it is if I do not show you on my own.

#8 EBS tests. Yeah EBS again. They probably will ask you to perform an internal EBS test which I KNOW you all know how to do already. They will ask you how to perform an On Air EBS test, which you all should know already as well. In a nutshell, put in the EBS test cart and play it. After the first announcement(this is a test) go to the EBS unit and press the 2 command switches in the directions indicated(one up, one down). This should send the tone over the air(nothing to pot up). After the tone just hit the EBS test cart again. After the second announcement resume normal programming and log in the operations manual that an On air test was performed at the time and date it was performed.

#9 EBS activation. They will ask if you know how to activate EBS in an emergency. Please be familiar with how to do this. Here's how it goes. In an emergency you will hear words coming from the EBS monitor. As the DJ you have to listen to the words coming through. It may just be instructions that you can repeat over the air yourself. Just listen to find out what to do. If it says that you need to put the EBS system on the air you must check the authenication codes coming over the system with the codes in the EBS folder, before you pot the EBS system up and broadcast it.

This is what they will be looking for as far as I understand it. As you can see the EBS thing is very important, not just some thing you all blow off every week. I can come in and check you on any of these things at any time I feel necessary, and I probably will. not for some witch hunt or somethig like that, just because if we all know it, then there will be nothing to worry about. All the directions for the above are also on the side of the FM signal monitors, you ought to read them every once in a while just to keep on top of everything.

Should the occasion come up that we get inspected, hopefully we might get a few minutes warning. If you do, call the PD, Chief Operator, General Manager, Chief Announcer, or Broadcast Administrator all of whose telphone numbers should be posted in the FM booth. If one of the above is not there, you need to put on a long CD and deal with the inspector, however you must pay attention to Legal IDs.

All of the above is stuff that ***everyone*** who operates the FM equipment must know. This goes for all Community Affairs, Sports, and News operators too.

The rest of this manual is filled with things that I constantly hear DJs doing, and I really should not. We are non-commercial, and last time I checked , nobody is getting paid to do this, so It needs to be fun to keep people here, however there is a big difference between being unproffesional and just plain bad. When you do the following you sound bad, and when you sound bad, we all sound bad. I know that when you read these it will make sense, and that you will try to pay attention to them. All of what is below used to be taught to DJs(it was taught to me) and has not been for a while(FRANK!). Actually if yo think about it, it's all stuff you just do unconsciously, so

all I ask is that you be a little more conscious.

You do not have to take requsest, it is up to you, the DJ. What you will not do is do a dedication(community affairs shows is up to the discretion of the DJ). They sound hokey and stupid, I don't care if it's from your siamese twin to your mother, don't do it. If you decide to take requests, don't play lame ones. If someone calls up for The Red Hot Chili Peppers, and you know we don't play the Red Hot Chili Peppers, then don't play it. Some advice for not playing requests: Just say okay and don't play it. This is the easiest way to deal with it, however it is morally bankrupt. You could merely say that you have the rest of your show picked out, and won't be able to play it. Just remember that you have to do your show, many listeners will want to argue with you about not playing their requests. These ways cut down time dealing with them.

If you decide to play a request, and we don't have it, don't say that we don't have it over the air. Play something else by the band, or just not at all. But don't say "I'm sorry to the listener that wanted to hear _____, but I could not find it." This makes you, and us like a bunch of stupes.

Do not play kiaro skuro.

Should you play a request, then you can mention that it was a request, only if you want to. Do Not say who the request was for especially if it is for a personal friend. It is the equivalent of a dedication.

If giving away tickets, and unsuccessful, forget about it. Don't come back every time and say "still got these tickets". Try once, thats it. If it's a pretty good concert and you're unsuccessful, then maybe you can try again at the end of your show. It's not your responsibility to make sure they're given away, just to read the giveaway sheet to promote the show, and take any names that may happen to call. It's the listeners loss if they go unclaimed.

Also when giving away tickets don't say it's an awful show if it is.just read the sheet and try to give them away.

We have quite an incomplete library, that much I know. We have a problem with theft which probably resulted in much of this void. It is an awful problem that is totally frustrating to us. Do Not mention this over the air. It's bad enough that a record is missing, without you broadcasting "We used to have that, but it was stolen". I don't want to hear you mention this problem over the air under any circumstances, Please. Don't mention missing records over the air either, the public truly won't know about it unless you mention it, and if you do mention it it makes us look bad.

If you use background music, and most of you do, use the headphones and make sure that it is low so that you can be heard.

When the phone rings while you are on the air, ignore it. Don't say "phone call gotta go, here's _____". If you want to pick up the phone and put it on hold while you are talking do not say "the caller is now on hold". Absolutely never answer the phone while on the air, or put the caller over the air without permission.

When you make a boo boo of any type, don't mention it on the air. One minute later the listeners don't remember or really care.

You should not play sets longer than about 5 songs. This way anyone who wants to know what he is listening to will not get too lost. If we are supposed to be helping these bands, then doesn't it make sense to let people know what these bands sound like. If there are songs you particularly want to emphasize, the you should play

them at the start or end of a set, that way you talk about them right before, or right after you play them, letting the listener know what it is.

Never slander a band on the air. It sounds bad if you tried a band and didn't like them, just say the name of the band and the song, and never play it again. Never say you didn't like it. Beside admitting you played a band you did't like makes you look like Frank Bridges.

You shouldn't comment on PSAs or Promos. We get some pretty goofy PSA and Promos, so if you read one or play one, you at least have to read it through without pause, and anything you feel you have to say can be said afterward. Just read PSA's straight through.

Don't introduce a PSA or promo. Lots of Demo's get cut down for this, you look twice as stupid if you go back to doing this when you get approved. Also if you must refer to PSAs on the air then call them Public Service Announcements, not PSAs Joe Wrsulistener will not knkow what a PSA is.

Try not to repeat bands and songs from show to show. When making playlist selections try to make sure that the person before you has not played it.

Put some effort into your shows. Playing multiple songs by the same band is not putting effort into your show. Playing the same bands week after week is not putting effort into your show. Playing the same song by the same band week after week is not putting effort into your show.

I know that new DJs ar not as familiar with what we are playing as some of us who have been around(and around and around) and I will be patient with them. However, after a few months I should see some kind of progress. If after a few months your show is still dominated by mainstream stuff, I'm going to let you know about it and take steps from there. If the new Nirvana record is out and it is not in our playlist you should know why. Pearl Jam is not alternative, and definately not WRSU.

If you are a new DJ concerned about playing the right stuff, and are not familiar with any of it, then hang out with some of the more experienced DJs. I know for a fact that I would enjoy knowing that I helped steer a new DJ along the path of righteousness. Just about all the DJs will be more than willing to guide you in the right direction. Get their opinions on music and bands from any type of music. Use all of this to figure out what you should be playing(more importantly, what you should not be playing)

Don't insult WRSU or other members on the air. Playful needling os okay, but don't use your license for personal attacks on anyone at the station or in the public in general.

Don't touch the microphone while it is on.

Inside jokes that nobody listening will understand are stupid. Not everyone listening is a student so jokes about the Universtiy may not go over real big, however we are part of the University, so they aren't inappropriate.

Pay attention to all posted signs and notices, you are responsible to know all of them.

These aren't intended to threaten anyone, just make WRSU a better station to listen to. The above are to help us eliminate the bad sounding things, other suggestions are welcome, just jot them down and leave them in my mailbox and I'll include it in updated manuals in the future. This is not intended to make me seem all

high and mighty as I'm sure some of you will think, but just to try to help you avoid sounding bad.

Now that we have all that done with, I'd like to let you all know what's up with us. This is an odd time for WRSU. We have no General Manager. This is the most important job at the station. The General Manger carrys the most clout. SHE/HE also has the most responsibility. As of now the most important things that the General Manger has to do is being taken care of by Tim Espar, with the help of all the current managers who are as follows:

Kevin Czaplinski - Program Director
Ryan Williams - Sports Director
Chris Tuttle - Music Director
Greg Nelson - Tech Director
Adam Dickinson - Production Director
Matt Gard - Cheif Anuser
Andrea Hoefilch - News Director
Mark Corso - Community affairs director

I am working on the business department to help it get running. I have also been doing some promotions stuff too. We are going to have a promotions director at the start of the semester(should she not chicken out). Her name is Jennifer Nuremburg.

We are going to be holding a referendum in order to increase funding to WRSU in October. We have not had an increase in funding for some time (about 6 years) and this increase, should it be accepted, will take care of us for several more years. We are going to try to increase our presence on campus in order to help us pass this referendum. As part of this, we are going to put on a show in the student center on September 21st and again in November. We will need help from everyone.

There is always something to be done around here. The best way to get envolved is to come to me and found out what needs to be done. If anyone wants to help out, be it coming up with ideas for us, lending a hand, or taking on some responsibility, then come to my office hours(Wed 7pm- at least 10 pm). You can also just come and use it as a hang out time to be cool.

During the Next Manager elections, we'll need new people to move into the positions. If you ask about them now you will have plenty of time to decide to run or not. I encourage you to run for any position you think you could handle. And I'm telling you right now, with all the managers in place, none of the jobs are terribly envolved. It (dare I say it) even looks good on a resume! I can tell you about any job around here. This year no more than one person ran for each position , so the room for managers is more than open. It is even your chance to shape the station as you see it. Even if you don't want to be a manager, do something. I think it's awful selfish to come in for only 4 hours a week to do a show and give nothing back. This can be a lot more fun than just being on the air.

Thank you, God bless you, and God bless the United States of America.

Kevin Czaplinski, PD 8-92

OPERATIONS LOG

WRSU–FM, NEW BRUNSWICK, NEW JERSEY
1.365 KILOWATTS ERP
125 FEET ABOVE AVERAGE TERRAIN
RUTGERS UNIVERSITY

Eastern Daylight Time (late Spring Summer, Early Fall) 88.7 MHZ
Eastern Standard Time (late Fall, Winter, Early spring)

Date: Month/Day/Year Day: (Mon., Tues, Wed...) All times are EDT EST

Power determined by the indirect method. Efficiency of final as determined by Gates Radio is 64.1%.

EBS Receiver on and O.K. OK (do internal Ebs to determine)
WPAT-FM monitored for EBS.

Carrier on time Continuous 6 AM
Carrier off time 2 AM continuous

OPERATOR ON DUTY

Name	Time On	Name	Time Off
Signer 1	continuous	Signer 1	2 AM
Signer 2	6 AM	Signer 2	10 AM
Signer 3	10 AM	Signer 3	2 PM
Signer 4	2 PM	Signer 4	6 PM
Signer 5	6 PM	Signer 6	10 PM
Signer 7	10 PM	Signer 7	continuous

TIME	V_p VOLTS	I_p AMPS	$\%P_o$	CARRIER DEV. HZ	STEREO CARRIER DEVIATION HZ	COMMENTS
12:30 AM	xx					
1:30 AM	xx					
1:59 AM	xx					Trans. Off
6:00 AM	No Reading Necessary					Trans On - Ebs OK
6:10 AM	xx					
6:30 AM	xx					
7:30 AM	xx					
8:30 AM	xx					
9:30 AM	xx					Ebs OK EBS Rx
10:30 AM	xx					
11:30 AM	xx					
12:30 PM	xx					
1:30 PM	xx					
2:30 PM	xx					
2:45 PM	No Reading Necessary					On Air Ebs Done OK
3:30 PM	xx					
4:30 PM	xx					
5:30 PM	xx					
6:30 PM	xx					
7:30 PM	xx					EBS Rx Ebs OK